



EMERGENCY QUICK INSPECTION PROGRAM (EQUIP) MANUAL

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CITY OF PORTLAND
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EQUIP GUIDANCE
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Emergency **QU**ick Inspection **P**rogram

After a major emergency involving damage to structures and buildings, it is important that they are inspected and that businesses can resume operations as soon as is safely possible. Portland Permitting & Development (PP&D) and volunteer building safety evaluators will be using standard emergency evaluation and placard posting procedures and will prioritize public safety rather than business resumption.

Facility owners may wish to apply to EQUIP, so they can get back to business as quickly as possible after a disruptive event. EQUIP approves qualified, well-planned, facility-specific building safety evaluations after a major emergency incident. To ensure public safety, private safety evaluation teams follow the same general procedures as those used by the City's post-disaster safety evaluation teams.

EQUIP is fee-based and requires an application that must be updated and renewed every three years. EQUIP includes advance certification of facility owners' pre-selected evaluating engineers and architects, detailed facility information, and an implementable building safety evaluation plan. EQUIP and similar programs were authorized in the state of Oregon in 2019 with the passage of [HB2206](#) (section 2).

I. PURPOSE

The purpose of a pre-certified building safety evaluation program is to allow quick and thorough evaluation of possible damage to a facility by qualified persons familiar with the structural design and life-safety systems of the building. This private building safety evaluation facilitates rapid decisions on closing or re-occupying buildings. Pre-certified building safety evaluation reduces evaluation delays, since City building safety evaluators will be dispatched first to areas of greatest damage or public hazard, which may not include pre-certified facilities.

II. PROGRAM OVERVIEW

EQUIP is designed to be useful for several potential hazards including a Cascadia Subduction Zone (CSZ) earthquake; much of the program is targeted for a major earthquake but can also be useful for other types of hazards.

Facility owners or their authorized representatives may apply for EQUIP any time except immediately after a major event that affects buildings and results in a state-declared emergency. No EQUIP applications will be accepted for at least three months after such an event. A facility that's applied for and met the requirements of EQUIP will be placed on a list of facilities accepted for emergency building safety evaluation by deputized qualified private building safety evaluators. Facility owners will need to gather supporting information, select a qualified building safety evaluating team, obtain, and store emergency safety and evaluation equipment, plans, and supplies, and write a detailed facility evaluation plan for each facility they want to include in EQUIP. This information will be provided electronically and printed out in two binders; one binder will stay at the City and the other will be returned to the facility. Renewal is every three years based on the date of the initial approval. PP&D will charge \$XXXX to review and process EQUIP submissions. Renewals are \$XXX.

It is expected that PP&D will organize a training exercise once every four years. These exercises

have two purposes: (1) to identify building-specific logistical issues for the building evaluation team; and (2) to test PP&D's procedures for receiving, approving, and tracking input from EQUIP participants. All EQUIP enrolled buildings are expected to participate in these exercises as a condition of continuing EQUIP approval.

III. LIABILITY

As a public body, the City of Portland is subject to the Oregon Tort Claims Act (OTCA) (ORS 30.260 et seq.) and is immune from any claim for any injuries or damages arising under or in connection with any policies, practices, or actions relating to the Emergency Quick Inspection Program (EQUIP). The City of Portland expressly reserves and does not waive any immunity, defenses, and limitations it has pursuant to Oregon law.

Any responsibility or liability associated with EQUIP shall be attributed solely to the owner of the facility and their contracted building safety evaluation team members. The extent of any responsibility and liability is governed by the agreement between the owner of the facility and their respective building safety evaluation team members.

EQUIP participants, to the extent permitted by any applicable constitutional or OTCA limitations, agree to hold harmless, defend and indemnify the City of Portland and its officers, agents, and employees against any and all claims or actions, including attorney's fees and costs brought against it arising out of EQUIP.

IV. PREPARATION AND REQUIRED DOCUMENTATION

The materials required for the application can be organized electronically or in a physical binder. Once the application is approved, the applicant should separate the evaluator qualifications and certifications and all appendices and store them for building staff reference (or at the back of the EQUIP binder). The technical materials (i.e., building safety evaluation plan, placards, etc.) should be at the front of the binder and kept at the building (along with emergency response supplies) for use when conducting the post-earthquake inspection.

Participation in EQUIP requires the following actions for facility owners; find more detail in the following referenced sections.

- Select an architect or engineer to coordinate and prepare the EQUIP application.
- Select the building safety evaluation team - (Section V) and initiate agreements with each of the evaluators listed in the application (See Appendix A).
- Locate the building construction drawings (if available).
- If not available, create 11x17 building sketches or plans (Appendix B, Section C.3; Appendix D, Section 3).
- Gather facility information (See Appendix B, Item B).
- Write building safety evaluation plan (Appendix B, Section D1; Appendix D, Section D).
- Obtain / store earthquake safety and evaluation equipment/supplies (Appendix B, section C; Appendix D, section C and D).

V. EQUIP BUILDING SAFETY EVALUATION TEAM REQUIREMENTS

The EQUIP application coordinator should identify and gather a technical team that is familiar with the facility and qualified to evaluate the safety of the facility. The structural evaluating team should be led by the primary registered design professional who is trained in [ATC-20 Detailed Evaluation Procedures](#) and is familiar with the facility. If the facility is designated as a

'significant structure' as defined by ORS 672.107¹, the lead building safety evaluator must be a registered structural engineer unless otherwise approved by the City of Portland to use a registered professional engineer as the lead evaluator. All other buildings may use a registered professional engineer.

At the minimum, one primary and one alternate building safety evaluator should be retained by the facility owner for each applicable evaluation discipline. The agreement between the facility owner and the evaluation team should address the extent of responsibility and liability when operating within EQUIP.

Architects, mechanical engineers, and other experienced professionals add expertise to an evaluation team to address nonstructural hazards such as blocked exits, facade and ceiling hazards and the performance of life safety systems. Architects and engineers experienced with historic structures should be consulted for the building safety evaluation of historic buildings.

Each member of the facility's building safety evaluation team must submit their professional credentials and a signed copy of Appendix A with the EQUIP application materials. When the facility's application is approved, the evaluation team will be authorized by the City of Portland to perform evaluations and post their pre-approved facilities with official City placards.

Building safety evaluator qualifications and requirements:

1. Lead Structural Building Safety Evaluator
 - a. Current license as a professional civil engineer. For facilities designated as a 'significant structure'²; the structural evaluator shall possess a current license as a structural engineer (SE license).
 - b. Relevant experience in the structural design and/or evaluation of similar buildings.
 - c. A Building Safety Evaluator must submit proof of training in [ATC-20 Detailed Evaluation Procedures](#). If training occurred more than 3 years before the time of application, provide proof of continued education in a refresher course or deployment to an active disaster. Other acceptable paths are training as an [CAL OES SAP building safety evaluator](#), or [WAsafe building safety evaluator](#). An applicant may submit a copy of their credentials from one of these established programs in lieu of proof of ATC-20 training. Additional nationally recognized credentialing programs may also be acceptable as they become available.
2. Other Structural Building Safety Evaluators
 - a. Current license as a professional civil engineer (PE license), architect, building evaluator, or facility manager.
 - b. Relevant experience in the facility's structural design, familiarity with the building's structural, life safety, fire, and/or mechanical systems and/or evaluation of similar buildings.
 - c. See 1c above.
3. Elevator evaluator (required if facility has an elevator)
 - a. Employed by firm whose primary business is elevator maintenance/ and installation
 - b. Familiarity with the building elevator installation

¹ <https://www.oregonlaws.org/ors/672.107> For PP&D, 'significant structures' include facilities with: hazardous materials; special occupancy structures as defined in ORS 455.447; essential facilities more than 4000 sq. ft and more than 20ft high; and facilities that are more than 4-stories or 45 feet above ground level. They all require an SE as the structural evaluator.

² Ibid.

4. Life-safety system evaluator (required for high-rise buildings that occupy levels more than 75 feet above the lowest floor level having fire department access) that are familiar with building life-safety systems (egress, heat, cooling)
5. Geotechnical engineers (if required) that are familiar with geological hazards of a specific facility or site
6. Mechanical engineers or other technical specialists (if required) familiar with equipment and/or hazardous materials of a facility or site

VI. PREPARING THE FACILITY'S DETAILED BUILDING SAFETY EVALUATION PLAN

This section amplifies items included in Appendix B (the EQUIP application), section D and Appendix D (the EQUIP Submittal checklist), section D.

The building safety evaluation plan is the detailed concept of operations (ConOps) for how the facility will be evaluated. Please consider the following when creating your plan:

1. The first page should list clear instructions for initiating the safety evaluation process (i.e., who is involved, who evaluates what, where the materials for the evaluations are located, etc.). Each facility's team may decide who (building staff or engineer) will initiate the evaluation, but the plan's first page should be clear about the evaluation initiation.
2. We recommend that each EQUIP plan has separate, detailed, pull-out sections for each evaluator (e.g., structural, mechanical, life safety, or elevator) with instructions regarding where to evaluate, what to look for, and access to evaluation areas. This avoids duplication and narrows the assigned scope for each evaluator.
 - a. The building evaluation plan should follow the outline of the 2 page detailed ATC-20 *Procedures for Post-earthquake Safety Evaluation of Buildings* and the form itself should be pre-filled with building-specific information wherever possible.
 - b. The teams may complete the ATC-20 [Rapid](#) assessment if needed to insure the safety of the evaluators but the City wants to see a completed [ATC-20 Detailed Evaluation](#).
 - c. Each line of the ATC-20 form should have a corresponding section in the EQUIP building safety evaluation plan with information regarding the relevant locations in the building, their built condition, possible damage modes, and evaluation procedures and tips.
 - d. Instructions should require information on potential pounding, plan irregularities, and vertical irregularities and this information should be linked to the ATC-20 form sections on building description and other structural hazards.
 - e. "Before" photographs are not required but can be useful to describe a damage-prone pre-earthquake condition or to document pre-earthquake damage; if used, they should be linked to the appropriate line in the ATC-20 form.

Please also include:

3. When describing the building, the instructions should distinguish the seismic-force-resisting system(s) from the gravity system(s); the seismic-force-resisting system in each principal direction; and should specify combinations and changes in the lateral system(s) over the height of the building. We recommend using a table to capture this information.
4. Location of accelerometers, if installed, and where to access data results.
5. Detailed instructions regarding how to evaluate specific structural and non-structural elements and how to interpret observed damage.
6. Detailed instructions regarding additional evaluation procedures to be performed following aftershocks.

7. Instructions for “After” photos should be included for cases where damage is perishable or to document the change relative to a “before” photo. “After” photos can also be useful to document the evaluation process. Wherever photos are included, they must be detailed enough to convey the condition of interest and accompanied by text captions as needed.

VII. CONSIDERATIONS FOR HAZARDOUS MATERIALS

Facilities participating in EQUIP that store or use hazardous chemicals have additional information requirements. If the facility includes hazardous materials, please include the following information in your building safety evaluation plan:

1. Plans for a post-disaster engineering survey. This should be written by qualified staff engineers familiar with hazardous materials operations in the facility.
2. Written operating procedures with clear instructions for startup operations for each chemical process or area.

The evaluation team is required to take these additional steps:

3. Take preventive measures regarding gas leaks, release of hazardous materials, or other life-safety mitigation.
4. Notify PP&D/EQUIP of any emerging or potentially dangerous situation.
5. Follow the plans and complete a post-disaster engineering survey.
6. Prior to startup post-disaster, a staff engineer will perform a systematic walk-through of the building to evaluate any spills, equipment failure or potential failure for processes that handle hazardous materials.
7. A staff engineer, or the environmental contact will coordinate and communicate with the lead evaluator the results of the post-disaster engineering survey.
8. The lead evaluator will sign and submit the post-disaster engineering survey results to EQUIP.

VIII. EQUIP APPLICATION SUBMISSION AND APPROVAL PROCESS

This process will be refined as the program develops. A complete EQUIP application submission includes the information identified in Appendices A-D.

1. When ready to submit all the required documents, contact PP&D via the [EQUIP email](#). You will be provided instructions to make an electronic submission.
2. PP&D will review the EQUIP application submission. We aim to complete the review within 20 work days. If there are any questions, the EQUIP reviewer will contact the safety evaluation team lead (identified in Appendix A) and they will coordinate responses to resolve the questions.
3. Once PP&D approves the application, the applicant will prepare two matching binders with the EQUIP documentation and will deliver one to PP&D and will store the other with the rest of the evaluation plans and supplies.
4. PP&D will provide the following to the applicant when receiving the PP&D binder:
 - a. Signed, scanned copies of each appendix;
 - b. Provide a dated, official letter of acceptance into EQUIP;
 - c. Provide official City posting placards for building entrances; and
 - d. Provide a certificate of approval to display in building.
5. PP&D will add the facility to the list of approved EQUIP facilities and to the EQUIP GIS layer in Portland Maps.

IX. EQUIP ACTIVATION

In the event of an emergency resulting in damage to facilities located within the City of Portland **AND** a declared state of emergency, EQUIP will automatically be activated. As soon as possible, the authorized building safety evaluators for EQUIP should:

1. Initiate the building safety evaluation (ideally within 8 daylight hours) or as agreed between the building safety evaluation team and facility owner.
2. Contact PP&D (503.823.7300) immediately if the facility or adjacent area (including sidewalk, street, or parking area) presents a public safety hazard or if emergency demolition or a shoring permit is needed.
3. Arrange for barricading of all unsafe areas. Contact PBOT dispatch (503.823.1700) immediately if areas barricaded include a City street or otherwise might adversely impact City services.
4. Complete the detailed ATC-20 evaluation as soon as reasonably possible. You may complete additional evaluations (i.e., elevator and life safety) separately from the structural evaluation but complete all evaluations as quickly and thoroughly as possible.
5. Post official placards (green, yellow, or red) at the facility's main entry and at all entrances of multi-entry facilities.
6. Take preventive measures regarding potential gas leaks or other life-safety hazards and notify [EQUIP](#) immediately.
7. The building safety evaluation team leader should notify [EQUIP](#) ASAP (target: within 72 hours) that they have initiated the evaluation and the estimated completion timeframe.
8. The [ATC- 20 Detailed Evaluation Safety Assessment Form](#) should be signed and dated by the building safety evaluation team leader who should submit the form to the [EQUIP](#) unit³ of PP&D's emergency Bureau Incident Command Post (BICP) when the evaluation is complete. If there is a delay, they should notify the EQUIP unit.
9. After the initial placarding, if there was a mistake or an aftershock that required a change to the placard, the building safety evaluation team leader should change the placard and immediately notify the BICP⁴ EQUIP unit who can change the record and/or escalate a discussion to a structural engineer if needed.

X. EQUIP VERIFICATION

PP&D has the right to evaluate any facility when deemed necessary. An evaluation may be triggered for any conditions including any of the following:

1. The building safety evaluator has reported the building unsafe and has posted it with a red placard.
2. There is reason to believe that unsafe conditions exist.
3. Building owners, tenants, other City agencies, or members of the general public have expressed specific concerns.

³ PP&D is using a Damage Assessment app and the plan is that EQUIP facilities will be given access and be able to submit the reports online through the app.

⁴ In a catastrophic earthquake PP&D will stand up a Bureau Incident Command Post (BICP) to coordinate building safety evaluations. There will be a unit devoted to coordinating with EQUIP buildings.

XI. EQUIP RENEWAL AND PROGRAM UPDATES

The EQUIP renewal application (Appendix E) must be submitted every three years. The renewal application will cost \$XXX.

1. The renewal application identifies any changes to the facility, owner, building safety evaluation team, etc. and requires new signatures.
2. Submit a renewal application to [EQUIP](#) two months before the expiration date of the original approval.
3. If any of the following happen, please notify **PP&D within 90 days**:
 - The building safety evaluation team changes;
 - there are significant facility structural alterations or additions; or
 - there is a change of owner.

XII. EQUIP TERMINATION

A facility may be removed from EQUIP for one or more of the following reasons:

1. No EQUIP Renewal Application (Appendix E) has been submitted
2. Agreement between building owner and building safety evaluation team has been terminated
3. Changes in building or building safety evaluation team do not meet minimum requirements

APPENDIX A

EQUIP Building Safety Evaluator Authorization

[Each evaluator completes their own form filling out the section relevant to their role; sign 2nd pg]

I request precertification as a building safety evaluator for the facility located at (address)

_____ for the following building safety evaluation role:

+ + + + +

A. _____ *Lead Structural Building Safety Evaluator* (include copy of current license). I certify that: I am a licensed engineer (License Number: _____) SE PE

1. I have relevant experience in the design and/or evaluation of similar buildings:

Building Address ⁵	Building Type (structural system)	# Sto-ries	Your Role (i.e., designer, reviewer, manager)	Level of involvement

2. I am proficient in [ATC-20 Detailed Evaluation Procedures](#) or have been trained as an [CAL OES SAP evaluator](#), or [WaSafe evaluator](#). I will complete additional and/or refresher training to maintain my readiness.

3. I am familiar with this facility's building safety evaluation plan and relevant drawings.

+ + + + +

B. _____ *Structural Building safety Evaluator* (include copy of current license). I certify that: I am a licensed engineer ___ architect ___ bldg./facility manager ___ (License #: _____)

1. I have relevant experience in the design and/or evaluation of similar buildings:

Building Address ⁶	Building Type (structural system)	# Sto-ries	Your Role (i.e., designer, reviewer, manager)	Level of involvement

2. I am proficient in [ATC-20 Detailed Evaluation Procedures](#) or have been trained as an [CAL OES SAP evaluator](#), or [WaSafe evaluator](#) (program beginning in 2019). I will complete any additional and/or refresher training to maintain my readiness.

3. I am familiar with this facility's emergency evaluation plan and relevant drawings.

+ + + + +

⁵ Include buildings reviewed, designed, etc.

⁶ Ibid.

- C. _____ **Elevator Evaluation Firm** (as required). I certify that:
1. Employees of my firm are authorized as elevator technicians by the building owner.
 2. My firm is familiar with the facility's elevator equipment, installation, and operation.
 3. I will report findings to the lead structural building safety evaluator for inclusion in building safety evaluation reports.

+++++

- D. _____ **Life-safety System evaluator** (as required). I certify that:
1. I am familiar with the facility's life-safety system and have access to relevant drawings.
 2. I will report findings to the lead structural building safety evaluator for inclusion in the building safety evaluation report.

+++++

- E. _____ **Geotechnical Engineer** (as required by site conditions). I certify that:
1. I am familiar the geological hazards associated with this site.
 2. I will report findings to the lead structural building safety evaluator for inclusion in building safety evaluation reports.

+++++

- F. _____ **Mechanical Engineer** (as required by site conditions). I certify that:
1. I am familiar with the facility's life-safety system and have access to relevant drawings.
 2. I will report findings to the lead structural building safety evaluator for inclusion in building safety evaluation reports.

+++++

I accept deputation as an emergency building safety evaluator of the City of Portland / PP&D for this facility and will ensure our evaluation results are reported back to PP&D. I will display this form when requested.

Applicant:

Signature: _____ Date: _____

Name (Printed): _____

The licensed professional shown above is deputized as an emergency building safety evaluator for the above listed building by the City of Portland / PP&D and is authorized to post this building with official City post-disaster safety evaluation placards.

Accepted by: _____ (PP&D Division Manager)

Date: _____

*PP&D TO SIGN, SCAN, AND RETURN TO APPLICANT AFTER REVIEW AND
ACCEPTANCE APPLICANT TO STORE IN EQUIP BINDER*

APPENDIX B

EQUIP Application form

_____ (facility address)

A. Building Safety Evaluation Team

<i>Name/email</i>	<i>Address</i>	<i>Work Phone</i>	<i>Cell Phone</i>
1. Licensed engineers retained for structural inspection:			
Lead:			
Supporting:			
Supporting:			
2. Additional building staff or building contact persons:			
3. Elevator firm (if required):			
Primary:			
Alternate:			
4. Life-safety system evaluators (if required):			
Mechanical:			
Electrical:			
5. Geotechnical or mechanical evaluators, if required:			
6. HazMat evaluators, if required:			

B. Facility Information

1. Description of facility:

- a. Date of original construction: _____
- b. Construction materials: _____
- c. Number of stories beginning at ground floor: _____
- d. Number of levels below ground: _____
- e. Building height and area: _____ feet Total square feet: _____
- f. Dimension of ground floor footprint: _____ x _____
- g. Other recommended items: Sketch or plan of each floor, roof, and basement level, and each exterior elevation. Identify all entrances, location of supplies, primary structural elements, and additional key evaluation information.

2. Estimated current building valuation: \$ _____

3. Number of entrances for which placards are requested: _____

4. Estimated number of occupants: _____

5. Description of facility use/s (offices, apartments, warehouse):

6. Description of structural system/s and material/s:

7. Description of life-safety system including location of emergency power generators and what they power including a description of fire detection and suppression systems:

8. Description of fire detection and suppression systems: _____

9. Description and locations of potential falling hazards

10. Hazardous material information, including known friable asbestos-containing materials

a. Location: _____ Type: _____
Handling instructions: _____

b. Location: _____ Type: _____
Handling instructions: _____

C. Emergency response information:

1. Access procedures and/or keys for entrance to the site and all facility areas: _____

2. Location of equipment and supplies:

- a. Safety equipment - Hard hats, gloves, safety glasses, respirators, flashlights, tape measures, emergency communication equipment, walkie-talkies, caution tape, barricades, or other necessary equipment or supplies _____
- b. Evaluation equipment – ladders, micrometer, hammer, screwdriver, green, yellow and red official City safety evaluation placards (one of each color for each building entrance); evaluation report forms for owner; ATC-20 Detailed Evaluation forms _____

3. Location of facility drawings: (Structural, architectural, and/or life-safety system drawings; or as-built drawings or a clear description of the structural system and any unique features)

4. Location of Building Safety Evaluation Plan: _____

D. Building Safety Evaluation Plan

Please attach building safety evaluation plans for the facility. Include information about accelerometers if they are installed and working. The safety evaluation plan must include (no page limit):

1. A detailed building safety evaluation procedure (consistent with [ATC-20 Procedures for Post-earthquake Safety Evaluation of Buildings](#)).
2. Detailed instructions regarding where to look, what to look for, and how to obtain access to evaluate specific structural and non-structural elements.
3. Detailed instructions regarding how to evaluate specific structural and non-structural elements and how to interpret observed damage.
4. Detailed instructions regarding additional safety evaluation procedures to be performed following aftershocks.
5. In facilities containing hazardous materials, submit plans for a post-disaster engineering survey and written operating procedures with clear instructions for startup operations for each chemical process or area.

APPENDIX C

EQUIP Application Authorization form

[For EQUIP renewals, **this form is required** if owner has changed during last **three** years.]

I request that Portland Permitting & Development (PP&D) accept the Portland facility located at _____(address), into the **E**mergency **QU**ick **I**nspection **P**rogram.

I certify that:

1. The owner of the building at the above address is:

Owner's Name: _____ Phone: _____

2. I am the owner, or authorized to act as the owner's agent, in requesting participation in the program.
3. The enclosed EQUIP documentation and written building safety evaluation program complies with the requirements of the Emergency Quick Inspection Program.
4. The identified building safety evaluators have been given a copy of the Building Safety Evaluation Plan for the building at the address listed above.
5. The identified building safety evaluators have been given access to all areas of the facility at all times of day and night or have been given instructions regarding obtaining accompanied access.
6. The identified building safety evaluators have 24/7 access to the most recent copies of all relevant structural, architectural, and life-safety drawings.
7. All building safety evaluators will receive immediate notification of any changes affecting the building safety evaluation program (e.g. changes to structural or life-safety systems, access to buildings, etc.).

Applicant:

Signature: _____ Date: _____

Name (Printed): _____

The EQUIP application documentation for this building has been approved by Portland Permitting & Development (PP&D). The building will be placed on the list of buildings for the Emergency Quick Inspection Program.

Accepted by: _____ (PP&D) Date: _____

*PP&D TO SIGN, SCAN, AND RETURN TO APPLICANT AFTER REVIEW AND
ACCEPTANCE APPLICANT TO STORE IN EQUIP BINDER*

APPENDIX D

EQUIP Submittal Checklist

Building Address: _____

- ___ Appendix A - Building Safety Evaluation Team Authorization - signed, for each evaluator
- ___ Appendix B – Completed EQUIP Application - with all applicable information (see checklist):
- ___ Appendix C - Application Authorization - signed by building owner or authorized agent
- ___ Appendix D – This completed marked checklist (showing all items submitted):

A. Building safety evaluators (w/ full contact information) Appendix B, Section A

- ___ 1. Primary & alternate building safety evaluators
- ___ 2. Additional licensed engineers/architects for structural evaluation
- ___ 3. Staff building engineers, if applicable
- ___ 4. Elevator firm, if elevator evaluation is required
- ___ 5. Life-safety system evaluators, if required
- ___ 6. Geotechnical or mechanical engineers, if required
- ___ 7. Copies of professional licenses
- ___ 8. Evidence of ATC 20-based training

B. Facility information (Appendix B, Section B)

- ___ 1. Description of facility including age, number of stories, size, materials
- ___ 2. Estimated current building valuation
- ___ 3. Number of entrances for which placards are requested:
- ___ 4. Number of occupants
- ___ 5. Description of facility uses - offices, apartments, etc.
- ___ 6. Description of structural system
- ___ 7. Description of life-safety system including emergency power generator
- ___ 8. Description of fire detection and suppression systems
- ___ 9. Description and locations of potential falling hazards
- ___ 10. Location, type, and handling instructions for any hazardous material

C. Emergency response information (Appendix B, Section C)

- ___ 1. Access procedures for entrance to the site and all facility areas
- ___ 2. Location of equipment and supplies
- ___ 3. Location of facility drawings
- ___ 4. Location of Building Safety Evaluation Plan

D. Building Safety Evaluation Plan (Appendix B, Section D)

- 1. Building safety evaluation procedures consistent with latest edition of [ATC-20 Procedures](#)
- 2. Instructions for where to look, what to look for, and access for safety evaluation
- 3. Instructions for how to evaluate specific structural and non-structural elements and how to interpret observed damage
- 4. Instructions for building safety evaluations procedures following aftershocks
- 5. Instructions for dealing with hazardous material (if required)

Accepted by: _____ (PP&D) Date: _____

*PP&D TO SIGN, SCAN, AND RETURN TO APPLICANT AFTER REVIEW AND
ACCEPTANCE APPLICANT TO STORE IN EQUIP BINDER*

APPENDIX E

EQUIP RENEWAL APPLICATION form

[Required every three years at least 2 months before the anniversary of original EQUIP approval]

Building Address: _____ Portland, Oregon.

Estimated current building valuation is \$ _____.

Please check all that apply:

No change has been made in the building or any element of the safety evaluation program.

All emergency equipment and supplies for the program have been checked and updated as necessary.

The building owner has changed. The new owner is _____. An EQUIP Application Authorization form signed by the new owner is attached (Appendix B).

Building safety evaluators contact information has changed. Completed Building Safety Evaluator Authorization forms for *new* evaluators are attached (Appendix C).

Changes have been made to the building that affect the Building Safety Evaluation Plan. Evaluators have been given revised drawings for any relevant changes to the building.

Building safety evaluators have been given a copy of all Building Safety Evaluation Plan changes.

Signed by facility owner or authorized representative

Signature: _____ Date: _____

Name (Printed): _____

Company Name: _____

Email: _____ Phone: _____

Signed by authorized EQUIP representative, PP&D

The updated documentation for this facility has been accepted by PP&D. The facility will remain on the list for the Emergency QUick Inspection Program.

Accepted by: _____ Date: _____

**PP&D TO SIGN, SCAN, AND RETURN TO APPLICANT AFTER REVIEW AND
ACCEPTANCE APPLICANT TO STORE IN EQUIP BINDER**